

IMPORTANT NOTICES TO CLUB OFFICIALS Season 2018-2019

PRIOR TO CONTACTING LEAGUE OFFICIALS FOR INFORMATION PLEASE REFER TO THIS GUIDE AND THE FULL TIME/WGS WEBSITE DOCUMENTATION.

The contact details of the members of the Management Committee are shown in document 'Committee 2018-2019' on the Full Time home page, and correspondence relating to their particular responsibility should be with them. All other correspondence must be by the club secretaries with the League Secretary. Items from the rules are emphasised below because of their importance in this guide.

WHOLE GAME SYSTEM Club Affiliation is on WGS, and in order to start the process you will need a FA number. County FA is the place to go to get started. The WGS portal also controls club charter standard renewal, all club people roles (inc player registration), CFA invoices and payment system, all discipline notices and sanctions. Suspensions are to be served seven days from the offence. The league does not have access to change club or player information, it is in the control of the club and individuals.

REGISTRATIONS. Each member's player registrations for the league must be approved by the League Registrations Secretary; and **BEFORE THE FIRST MATCH OF THE SEASON** each club must have enough completed registrations to cover the players fielded on that day. It is recommended that only the club secretary or a designated deputy submits registrations for league approval as this ensures that all details are correctly entered. A registration only becomes valid when the WGS record has been approved by the Registrations Secretary as per Rule 18. Consent from the player to play for the club can be "On-line" (given directly by the player to the club via WGS which prompts the player with an email) or "Off-line" (the club has the player's signed consent and must keep a physical copy of this for possible League inspection on demand). Emergency Registrations can be made on the day of any match but must be on the League's Registration Form, counter-signed by a member of the opposition. A maximum of 4 emergency signings per team applies from October 1st onwards. The final date for registrations and transfers is the last day in March. Special Rules apply to transfers and any queries should be addressed to the Registrations Secretary.

Do not send any money for registrations, the League Treasurer will advise members of the amount due (normally during October and April of each season).

FULL TIME is the League management platform for fixtures, referee appointments, results and stats, and referee's marks. Club officials in the WGS roles of Team Manager/Assistant/Coach or Team secretary are copied over automatically as Team Administrators onto Full Time, where they are required to login to provide referee marks and team statistics. Club secretaries will have to give themselves a role of team secretary to gain access. Contact the league secretary with their names and they will be sent an invitation to create a login id. Two of them per team on application to the league can be designated to receive and reply to result texts.

FIXTURES. Fixtures once released are displayed on the public pages of Full Time and include ground details. All correspondence must be with the Fixtures Secretary. No fixtures may be altered except with prior official consent, notified by the Fixtures Secretary. Requests for alterations are to be made only for exceptional reasons. All club secretaries and team managers should read and be familiar with Rule 20.

TEAM MATCH FORMS. Both clubs must ensure that the referee is given all three copies of their completed team form 20 minutes before the kick-off. The referee has a supply of addressed envelopes for the Match Reports Secretary or can use the electronic delivery by scanning the report and emailing to matchreports@landc.org.uk but if a substitute referee officiates (per Rule 23(b)) it is the responsibility of the home club to forward the team forms to the Match Reports Secretary. Clubs should retain their copies of the forms, to deal with discipline sanctions within the tight deadlines.

RESULTS/STATS. Attention is drawn to Rule 21 concerning the need to text/telephone all results to the Results Service by the due time. (6:00 pm on Saturday and 9:30pm evening kickoffs). You then have

seven days to complete the match stats, for which it is a good idea to do alongside referee marks, as it will save you time.

TIMES OF KICK-OFF All Saturdays 2:00 pm is the default time, however certain clubs have different times throughout the season – check fixture details on Full Time. All evening matches 6:15p.m kick off.

RULES. All correspondence relating to breaches of Rules is to be sent to both the Discipline and League Secretaries. If you have any complaints or appeals, see Rule 7, and notify the league secretary.

CLUB DETAILS. Any omission or change from the official published list on Full Time must be notified by the member club concerned to the League Secretary and Assistant.

GROUND DIRECTIONS Including Postcodes are on Full Time, and viewable on the public pages

DRESSING ROOMS. Your attention is drawn to League Rule 19, particularly concerning notice regarding belongings left at owner's risk and provision of first aid equipment.

REFEREES. All related correspondence must be with the Referees Appointments Secretary. Referees fees are paid by the home club and are £27 plus expenses, (not to exceed 25p per mile for maximum 40 miles) for all matches. See Rule 23(d) and (f) regarding matches not played due to the referee's decision. The referees mark must be entered on Full Time, (see Rule 23), within seven days of the game being played.

ASSISTANT REFEREES. Each member should provide an assistant referee at all matches for in/out flags only. The referee will usually instruct the assistants as to their duties but will always remain in sole charge.

MATCH CONFIRMATION. Home club secretaries are required by Rule 20(c) to confirm match arrangements by **PHONE CONVERSATION** with the appointed referee and opposing club secretary, with an absolute minimum of 3 day's notice.

PUBLICITY. Member's observations on matches should be emailed or telephoned to the Press and Publicity Secretary on the Saturday or early Sunday morning after the match. Any other items of club interest should also be passed to the Press and Publicity Secretary. Press publicity is to a great extent dependent on full co-operation from all members.

CUP SEMI-FINALS & FINAL. A list of qualified players must be supplied to the Registration, Match Reports, and League Secretaries 7 days beforehand. (See Cup Rules).

MEETINGS. All General Meetings will be held at the Curzon Ashton, Tameside Stadium, Richmond Street, Ashton-u-Lyne OL7 9HG with 8.00 p.m. starts unless otherwise notified by the League Secretary.

COUNTY FA CONTACT DETAILS

Lancashire County Football Association
Tel. 01772 624000 Email: info@lancashirefa.com

Cheshire County Football Association
Tel. 01606 871166 Email: info@cheshirefa.com

Manchester County Football Association
Tel. 0161-225-1966 Email: info@manchesterfa.com